**CENTRAL TEXAS COLLEGE**

**SYLLABUS FOR ENGL 1301**

**COMPOSITION I**

**Semester Hours Credit: 3**

**INSTRUCTOR: Sharon Mueller**

**CONTACT INFO: Sharon.mueller@ctcd.edu OR 338-5345 (text only)**

**OFFICE HOURS: By appointment.**

1. **INTRODUCTION**

ENGL 1301 is the first semester of Freshman English and designed to meet the first semester English requirement for students transferring to a senior college or for students desiring the general education of the first two years of college. The course aims primarily at helping the student develop skills and techniques necessary for writing effective expository prose. Emphasis on sentence structure, word choice, paragraph development, organization of the whole essay, and analysis of selected expository prose will guide the student’s writing.

1. **LEARNING OUTCOMES**

Upon successful completion of this course, Composition I, students will have the following skills:

1. Organize their thoughts into effective sentences.
2. Organize sentences into paragraphs, which adequately expand a central thought.
3. Organize paragraphs into a logical, coherent composition, which effectively communicates the writer’s ideas to his readers.
4. **INSTRUCTIONAL MATERIALS**

The instructional materials identified for this course are:

*The Longman Reader*, Judith Nadell

*Simon & Schuster Handbook for Writers,* Lynn Quitman Troyka

**www.mycomplab.com = an additional fee of $25.00 is required to access this site.** Site code: mueller714488C

1. **COURSE REQUIREMETS - *ALL WRITTEN ASSIGNMENTS ARE COMPLETED AND GRADED ON MyCompLab and E-Mailed. –* I do not accept Hard Copies.**
2. Reading Assignments:

Text reading assignments are from S&S and TLR. Students are to prepare for discussion by reading all assignment before class. ***YOU are responsible for YOUR learning – BE PREPARED!***

1. Papers:

Several essays are written during the semester; class peer reviews are possible before due date. AGAIN, be prepared – take advantage of ALL opportunities. Essays are due on Thursday’s – Class Peer Reviews on Tuesday.

Supplemental exercises will accompany all essay assignments.

1. Class Performance

Class attendance is required.

Three absences result in a DROP from the class.

Each tardy counts as ½ a class period. (Do the math.)

Be prepared: bring books and required assignments. **REMEMBER**, I do not take late work.

1. Class Participation:

Class participation is required. Please be constructive in all comments and address other students and the instructor with respect. If the student has an issue, please see the instructor privately. Do NOT air “dirty laundry” in front of the class. Be professional.

1. Grading Standards:

Please the attached Rubric for further information.

**Essay Rubric (500)**  Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mrs. Mueller**

**ENGL COMP 1301**

**SITE ACCESS: mueller714488C**

**TRAIT Pts Poss Pts Earned**

**1) Outline** -- correct format: DS, formal outline style, \_\_ **5\_**\_\_\_ \_\_\_\_\_\_\_\_\_

correct header, title page.

**Thesis Statement before detailed outline.**

**2) E-mailed \_\_\_5\_\_\_ \_\_\_\_\_\_\_\_\_**

**2) Word Count -**– meet minimum word-count requirements. **\_\_10\_\_\_\_ \_\_\_\_\_\_\_\_\_**

**3) Final Paper** – \_\_**70**\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ **10 points** - Organization, paragraph structure.

Errors – Frag, RO, CS, S/V; limited“ to be” verbs,

consistent tense usage, third person use only.

NO “you” usage. “It” used sparingly.

\_\_\_\_\_\_\_ **10 points** - Clarity, sense, flow, transitions, correct

number and usage of quotations.

**(2 short — used correctly).**

\_\_\_\_\_\_\_ **40 points** – Overall Effectiveness.

\_\_\_\_\_\_\_ **10 points** - Mechanics -- MLA format: DS, header,

heading, margins, title; punctuation, spelling,

capitalization, usage, and NO contractions.

**4) Works Cited** – \_\_**10**\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_  **5 points** - List and cite all sources used.

\_\_\_\_\_\_ **5 points** - Information in correct order, all parts

included, entries alphabetized.

Mechanics – MLA format: DS, header,

title; correct punctuation, spelling,

capitalization.

**TOTAL %** \_\_\_\_\_\_\_\_\_\_

**Persuasive Paper Rubric (1,500)** Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Professor Mueller / ENGL 1301**

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**\*\*\*NO DOCUMENTATION = NO RESEARCH = PLAGIARISM = 1\*\*\***

**TRAIT Pts Poss Pts Earned**

**1) Working Bibliography**  \_\_ **5**\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Copies of Internet articles; summary; paraphrase;

quotations; sources.

**2) Outline & E-Mail** \_\_\_**5\_**\_\_\_ \_\_\_\_\_\_\_\_\_\_

Correct format: DS; formal outline style; header; title

centered; thesis statement before detailed outline.

**3) Final Paper** – \_\_**75**\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ **40 points** - Organization, paragraph structure/**OVERALL EFFECTIVENESS**

\_\_\_\_\_\_\_ **10 points** - Clarity, sense, flow, transitions, correct

number of required quotations.

(Two long & four short—used correctly).

\_\_\_\_\_\_\_ **10 points** - Sentence structure; no major sent errors:

Frag, RO, CS, P/A, S/V; limit “to be”

verbs, no shift in tense, 3rd person;

No “you”; Limited usage of “it”.

\_\_\_\_\_\_\_ **05 points** – Mechanics; MLA format; DS; header;

heading, margins, title—not topic;

punctuation; spelling; capitalization;

usage.

\_\_\_\_\_\_\_**10 points** - CORRECT DOCUMENTATION: all parts listed;

correct format; all sources used; correct

number used.

**4) Works Cited Page** – \_\_**15**\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ **5 points** - List and cite all sources used.

\_\_\_\_\_\_ **10 points** - Information in correct order, all parts included,

entries alphabetized.

Mechanics – MLA format; DS; header; title; correct punctuation; spelling;

Capitalization.

**5) Word Count**  **--** (Penalty Points 10) \_\_**­­­­­\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_**\_\_\_\_\_\_\_

**TOTAL %** \_\_\_\_\_\_\_\_\_\_\_\_

1. **EXAMINATIONS**

See *FALL 2010 SYLLABUS FOR ENCLISH 1301*.

1. **SEMESTER GRADE COMPUTATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **POINTS** | | **GRADE** | | **EXTRA CREDIT** |
| **HW (5)** | 150 | 1535 - 1700 | A | **12 @ 10pts each** |
| **ESSAYS (3)** | 600 | 1370 - 1534 | B | **TBA** |
| **RESEARCH PAPER** | 400 | 1205 - 1369 | C |  |
| **QUIZZES (5)** | 500 | 1040 - 1204 | D |  |
| **ATTENDENCE/1AB** | 50 | 875 - 1039 | F |  |
| **TOTAL** | 1700 |  |  |  |

1. **NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR**
2. Withdrawal from Course: It is the student’s responsibility to officially drop a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file an application for Withdrawal or an Application for Refund. The student must sign the withdrawal form.

Application for Withdrawal: Accepted at any time before Friday of the 6th week.

1. Administrative Withdrawal: An administrative withdrawal is initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on the Administrative Withdrawal Form for submission to the registrar.

**PLEGERISM IS AN AUTOMATIC ADMIN. WITHDRAWAL.**

1. An Incomplete Grade:

The college catalog states, “An incomplete grade may be given in those cases where the student has completed the majority of the course work but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course …”

Prior approval from the instructor is required before recording the grade of “IP”. A student who merely fails to show for the final examination or class will receive a zero for the final and an “F” for the course.

1. Students who receive cellular calls and pages during class disrupt the normal classroom-learning environment. To avoid this disruption, students must turn off all cellular phones, pagers, and beepers (or put them on vibrate if student is on the College emergency alert system? When entering the classroom.
2. **COURSE OUTLINE**

See *FALL 2010 SYLLABUS FOR ENGLISH 1301.*